

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

**AGING SERVICES SPECIALIST - #62-548**

DATE OF EXAMINATION  
APRIL 29, 2006

\*Examination Fee - \$7.50

LAST FILING DATE  
MARCH 22, 2006

SALARY RANGE: 25,932.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within the Schoharie County Office For The Aging Department.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered four-year college or university with a Bachelor's degree and one year of full-time paid experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; or
- B. Graduation from a regionally accredited or NYS registered two-year college with an Associate degree and three years of experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; or
- C. Graduation from high school or possession of a high school equivalency diploma and five years of experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; or
- D. An equivalent combination of training and experience as indicated in (A) through (C) above.

The education requirements must be satisfied before the date of the examination.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, NYS Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the operation of an Office For The Aging or assisting in the implementation or operation of a services component of the Office For The Aging. Work may be performed under the general supervision of an Aging Services Supervisor. Supervision may be exercised over subordinates. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Characteristics, issues and problems relating to the elderly;
- 2. Educating and interacting with the public;
- 3. Preparing written material; and
- 4. Working with people in human services situations.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

\*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and exam announcements are available on our web site at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: JANUARY 25, 2006

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.